

# Operator's Lesson Plan

## The Systems History

### I. Introduction

Knowledge of the law enforcement computer system will aid in understanding the need for the use of the IDACS/NCIC/NLETS computer systems.

### II. Objectives

At the completion of this lesson the student will be able to answer test questions about the IDACS/NCIC/NLETS Systems.

### III. History

#### A. Pre-computer Era

1. No centralized wanted files.
2. Manual file searches took time.
3. Certain data difficult to obtain.
4. Chance of apprehension reduced.
5. Officers safety compromised.

B. Rapid exchange of law enforcement data was needed to serve criminal justice community.

C. The Chiefs of Police Association and the FBI developed the idea for a national system in October 1966.

### IV. Systems

A. NCIC (National Crime Information Center), Clarksburg W.V., operated and managed by the FBI.

1. Purpose is to provide centralized point for the storage and exchange of law enforcement and criminal justice information.
2. Original available files were Wanted Persons and Stolen Property.
3. Terminals located in each state control agencies and a few large metro agencies.

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- B. IDACS (Indiana Data And Communications System) Indianapolis, IN, State Police Headquarters.
  - 1. Purpose is to provide Indiana agencies a more efficient tool to exchange information.
  - 2. User agencies must meet the definition for a criminal justice agency as defined by NCIC.
  - 3. Functions available include: Indiana's Wanted Files, BMV Files, abandon vehicle file, general message switching, and connections with NCIC/NLETS.
  - 4. Management/Administration.
    - a. State Police Superintendent
    - b. NCIC CTO, NLETS representative
    - c. IDACS committee
    - d. IDACS coordinators appointed by agency head.
- C. NLETS (National Law Enforcement Telecommunications System), Phoenix, AZ, managed by participating states & federal agencies.
  - 1. Purpose is to provide interstate message switching for all law enforcement/criminal justice agencies.
  - 2. Terminals located in each state control agency and several federal agencies.
- D. System Today
  - 1. Users include over 300 terminal agencies, which are responsible for handling traffic for over 1,900 law enforcement/criminal justice agencies.
  - 2. Over 8000 certified operators.
  - 3. IDACS transaction record of 873,776 was attained on March 8, 2002 and On March 15, 2002, the FBI's National Crime Information Center (NCIC) set a new record for transactions processed on a single day, with 3,295,587.

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## IDACS SECURITY

### I Introduction

IDACS and its users must conform to State and Federal Laws and rules and regulations handed down by NCIC, NLETS, and the IDACS Committee. All laws and rules are implemented in order to keep the risk to liability low and to insure that the system remains a viable tool.

### II. Objective

At the completion of this lesson the student will be able to answer test questions about: rules and regulations, who may access the system, how to handle requests for data, and IDACS Inspections.

### III. Finding Rules and Regulations.

1. Indiana Code, IDACS Rules and Regulations
  - a. IDACS Manual Part I.
    1. IDACS agreements
      - a) Terminal agency agreement
      - b) Non-terminal agreements
      - c) Statutory police agreement
        1. Indiana Administrative Code
        2. IDACS committee rules/resolutions
  - b. IDACS Manual Part II - wanted files criteria for entry and inquiry.
  - c. IDACS Manual Part III through VI
    1. BMV data usage rules
    2. NLETS message switching rules
    3. Other misc. file rules
2. NCIC Rules, Federal Law
  - a. NCIC Operating Manual
    1. Introduction section - system rules
    2. Section 10
      - a. III rules
      - b. Federal Title 28

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## IV. Who May Access System Data

- A. Access, meaning the ability to obtain information from the System, shall be permitted only to criminal justice agencies in the discharge of their official mandated responsibilities, and those agencies as required by state and/or federal enabling authority. Agencies that shall be permitted access to SYSTEM data include the following:
  - 1. Police forces and departments at all governmental levels (including private college and railroad police departments as authorized by Indiana Code) that are responsible for enforcement of general criminal laws.
  - 2. Prosecutive agencies and departments at all governmental levels.
  - 3. Courts at all governmental levels with a criminal or equivalent jurisdiction.
  - 4. Correction departments at all governmental levels, including corrective institutions and probation departments.
  - 5. Parole commissions and agencies at all governmental levels.
  - 6. Agencies at all governmental levels which have as a principle function the collection and provision of fingerprint identification information.
  - 7. Regional or local governmental organizations established pursuant to statute which collect and process criminal justice information and whose policy and governing boards have, as a minimum, a majority composition of members representing criminal justice agencies.
- B. Approved noncriminal justice agencies may have access to SYSTEM data on a limited basis. "Limited basis" means restricted to only that data recommended through resolution by the IDACS committee and approved by the state police superintendent.
  - 1. Private Security Agencies and Detectives are not eligible for IDACS information.

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- C. Verify Authorization before Releasing Data
  - 1. Require identification.
  - 2. Do not rely on radio as proof.
  - 3. If in doubt, DO NOT RELEASE DATA.
    - a. Require the person to obtain the information in person.
    - b. Look up the phone number of the agency and call them back with the reply.
    - c. Contact IDACS to determine if requesting agency is authorized.
  - 4. By AM message notify SP Data Operations and/or SP IDACS to the attention of IDACS Security of any attempted breaches of security.
- V. Enforcement of IDACS Rules, Regulations, Procedures
  - A. Monitoring System Activity
    - 1. IDACS Transaction Logs - all transactions through the system retained for ten years & periodically reviewed for agency compliance.
    - 2. CHRI Transaction Logs - all CHRI inquiries and responses periodically reviewed for compliance.
    - 3. Quality Control Logs - wanted file activity reviewed daily for errors.
  - B. Security Inspections and Investigations
    - 1. Security Officers conduct periodic inspections of terminal agencies. Audits shall cover the following areas in connection with both the III and IDACS/NCIC 2000 stolen property and person records:

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- a. During normal service hours, the operator working is authorized, listed in the certified operator file, and using the correct USERID and Password. All new operators must be fingerprinted and issued an USERID by IDACS, before operating the terminal.
- b. If the terminal is secure from public access and view,
  - 1. **240 IAC 5-2-10 Security; confidentiality...**
    - (1) Security measures for computer centers as follows: (A) All computer sites accessing SYSTEM data shall have the security to protect against any unauthorized access to any of the stored data and/or the computer equipment including the following:
      - (i) All doors having access to the central processing unit (CPU) room shall be locked at all times.
      - (ii) A visitor's log shall be maintained of all persons entering the CPU area except those assigned to the area on a permanent basis. The visitor's name, date, time in, time out, agency represented, and reason for visit.
    - (3) Security measures for terminal devices having access to the SYSTEM as follows:
      - (A) All agencies and computer centers having terminals on the SYSTEM and/or having access to SYSTEM data shall physically place these terminals in a secure location previously approved by the IDACS committee within the authorized agency. Subsequent physical location changes of terminals shall have prior approval of the IDACS committee.
  - 2. (3) Security measures for terminal devices having access to the SYSTEM as follows:
    - (A) All agencies and computer centers having terminals on the SYSTEM and/or having access to SYSTEM data shall physically place these terminals in a secure location previously approved by the IDACS committee within the authorized agency. Subsequent physical location changes of terminals shall have prior approval of the IDACS committee.
- C. Verify proper records are being maintained.
  - 1. CHRI and VGTOF kept for one (1) year.  
**240 IAC 5-1-3**
  - 2. Everything else, including switched messages for (6) months.  
**240 IAC 5-1-2**

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- D. Testing agencies hit confirmation procedures.
  - 1. Any agency which receives a record(s) in response to an NCIC 2000 inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record:
    - a. Arresting the wanted person,
    - b. Detaining the missing person,
    - c. Seizing the stolen property, or
    - d. Charging the subject with violating a protection order.
  - 2. Confirming a hit means to contact the agency that entered the record to:
    - a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
    - b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
    - c. Obtain a decision regarding:
      - 1) The extradition of a wanted person when applicable,
      - 2) Information regarding the return of the missing person to the appropriate authorities,
      - 3) Information regarding the return of stolen property to its rightful owner, or
      - 4) Information regarding the terms and conditions of a protection order.
- E. Insuring proper documentation is available for each entry in file.
  - 1. **Accuracy** - Any NCIC 2000 entry should contain only correct data. In addition, CTAs should maintain necessary documentation as required by FBI CJIS policy. They should also ensure that documentation is available from state and local users accessing NCIC 2000 through them.
  - 2. **Completeness** - Information contained in an NCIC 2000 entry or in a criminal history record to be disseminated is comprised of all the pertinent available information.

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3. **Timeliness** - Entry, modification, update, and removal of information are completed as soon as possible after information is available and information is processed and transmitted in accordance with standards as established by the APB (Advisory Policy Board).
  4. **Security** - An organization protects its information against unauthorized access, ensuring confidentiality of the information in accordance with laws and FBI CJIS policy, regulations, and standards.
  5. **Dissemination** - All information released is in accordance with applicable laws and regulations, and a record of dissemination of criminal history records is maintained. In addition, CTAs should ensure that documentation is available from local users to assist in biennial state and federal audits
- F. Proper validation procedures are being followed.
1. Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the original entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file.
- G. Agency and Non-terminal agreements are up-to-date.
1. **240 IAC 5-2-9 User agreement** Authority: IC 10-11-2-10; IC 10-13-2-9; IC 10-13-2-10 Affected: IC 4-1-6-7; IC 10-13-2-6 Sec. 9. All IDACS user agencies shall complete a "user agreement" before utilizing the system. Agencies with terminals and statutory police agencies shall complete such agreements with the Indiana state police and the IDACS committee. Non terminal agencies shall complete an agreement with the terminal agency that services them. (*State Police Department; Ch I, Sample Agreement; filed Dec 20, 1978, 2:43 p.m.: 2 IR 140; filed Nov 5, 1982, 8:25 a.m.: 5 IR 2490; filed Aug 6, 1990, 4:40 p.m.: 13 IR 2100; readopted filed Oct 17, 2001, 10:05 a.m.: 25 IR 935*)



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2. Security Officers investigate:
  - a. Violations of law,
  - b. Violations of rules, regulations and procedures,
  - c. Attempted breaches of security.
3. IDACS Security Officers will report findings to the IDACS Committee for further action.

## BMV INQUIRY

### I. Introduction

All IDACS terminal operators must be able to utilize the different types of Bureau of Motor Vehicles inquiries and interpret the responses. Information in file is the property of the BMV. All BMV information is to be used for criminal justice purposes and is not to be given to the public.

### II. Objectives

Upon completion of this lesson, the user will be able to answer test questions related to inquiry into the BMV Files.

- III. 240 IAC 5-1-1 General policy; restriction on use, states "... ©The IDACS system provides information for decision making, by investigators and patrolmen. The information furnished through IDACS shall be evaluated with other facts known to the officer and investigators at the scene. IDACS is an information tool. It is no substitute for professional police judgment." User agencies need to keep in mind that it is possible for the data to be incorrect or out-of-date from time-to- time. With this in mind, BMV data needs to be treated the same as other IDACS data; **LEAD INFORMATION ONLY!**

### IV. Driver's License Transactions

An inquiry to the BMV files will produce a negative response (NOT ON FILE), or a positive response. A positive response will be received if a match occurs between the inquiry (NAM and DOB, or OLN, or SOC) and driver's license file. An inquiry is also sent to IDACS and NCIC for a Wanted/Missing Person check. The preferred inquiry is by NAM, DOB and SEX because most Wanted/Missing Person entries contain a DOB instead of OLN and SOC.

An agency may request out-of-state driver's license information by sending an inquiry message through NLETS to a state 2 character code.

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## A. Registration by LIC Number (F1)

The screenshot shows the 'Cerulean PacketCluster Patrol - [NCIC - Registration Inquiry by LIC]' window. The menu bar includes File, Edit, View, Window, and Help. The toolbar contains icons for DyNt, Logn, Help, Stat, Read, Mail, Talk, Annc, Disp, NCIC, Sumr, Form, and Info. Below the toolbar is a 'Command:' dropdown menu. The main display area has a black background with white text. It shows 'MV STOP LOCATION/' followed by a text input field. Below that is 'LIC/' followed by a larger text input field. Further down are 'LIS/IN', 'LIT/PC', and 'LIV/2004', each with a small text input field. At the bottom, there is a row of function key buttons: F1 Reg Lic, F2 Person, F3 Reg SSN, F4 Reg VIN, F5 Want Per, F6 Art, F7 Gun, F8 Boat, and F9 Title. The status bar at the very bottom displays 'LAFDISP1/DLINVILLE', '06/25/2004', and '16:11:54'.

1. M/V Stop Location
  - a. Optional.
  - b. Will advise Dispatch of location of your traffic stop.
2. License Plate (LIC)
  - a. Required.
  - b. Enter up to ten valid characters in this field.
  - c. If the license plate number exceeds ten characters, only the first ten digits should be entered.
  - d. UNK", "UNKN", or "UNKNOWN" are not allowed.
3. BMV Code (LIT)
  - a. Required.
  - b. Defaults to PC, if other than a Passenger Car Plate use proper Indiana BMV Type Code.

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4. License State (LIS)
    - a. Required.
    - b. Defaults to IN, if other than Indiana use the proper two character State Code.
  5. Plate Year (LIY)
    - a. Required.
    - b. Must be the year the license plate was issued.
- B. Response
1. IDACS (IDX) Response
    - a. Indiana Files.
    - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
    - c. “HIT” – information matching or similar to inquiry is in file.
    - d. A “HIT” must be verified before any enforcement action is taken.
  2. NCIC (NIC) Response
    - a. NCIC Files (all states).
    - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
    - c. “HIT” – information matching or similar to inquiry is in file.
    - d. A “HIT” must be verified before any enforcement action is taken.
  3. BMV Response
    - a. From state BMV file entered in request.
    - b. No Record or Not on File response indicates NO match on information inquired upon.
    - c. Before any enforcement action is taken compare all data.
    - d. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

BMV PLATE REGISTRATION RESPONSE  
LIC/6A1 LIY/04 LIT/PC EXP/05/31/05  
VIN/2G2GE533141205311 VYR/04 VMA/FORD VST/4S VCO/TAN  
OWN/MICHAEL & SARA MOORERLESS 300880332  
ADR/1054 HARRINGTON DR ROCHESTER IN 49632

**Cerulean PacketCluster Patrol - [NCIC - Driver License Inquiry]**

File Edit View Window Help

DyNt Logn Help Stat Read Mail Talk Annc Disp NCIC Sumr Form Info

**Command:**

NAME/

OLN/ IN

----- FILL IN ONE OF THE FOLLOWING -----

DOB/  OLN/  SOC/

SEX/ M

--- (optional) Enter the name of the officer making the request ---

OFC/

F1 Reg Lic F2 Person F3 Reg SSN F4 Reg VIN F5 Want Per F6 Art F7 Gun

F8 Boat F9 Title

Enter operator's name  LAFDISP1/DLINVILLE 06/25/2004 16:12:28

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1. Name (NAM)
  - a. Required.
  - b. Last name followed by a comma, first name, space and middle initial or name.
2. Operator's License State (OLS)
  - a. Required.
  - b. Defaults to IN, if other than Indiana insert proper two character state code.
3. Date of Birth (DOB)
  - a. Must have one of the numeric identifiers, DOB, OLN, or SOC.
  - b. MMDDYYYY.
4. Operator's License Number (OLN)
  - a. Must have one numeric identifier.
  - b. No spaces, dashes, or special characters.
5. Social Security Number (SOC)
  - a. Must have one numeric identifier.
  - b. No spaces, dashes, or special characters.
  - c. For Indiana DL only.
6. Sex (SEX)
  - a. Required.
  - b. Defaults to M-Male, can use F- Female.

## D. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. "HIT" – information matching or similar to inquiry is in file.
  - d. A "HIT" must be verified before any enforcement action is taken.
2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. "HIT" – information matching or similar to inquiry is in file.

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- d. A "HIT" must be verified before any enforcement action is taken.
3. BMV Response
  - a. From state BMV file entered in request.
  - b. No Record or Not on File response indicates NO match on information inquired upon.
  - c. Before any enforcement action is taken compare all data.
  - d. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

```
=====
SPONGEBOB SQUAREPANTS   SOC:300-08-0000
1783 E CNTY RD 28 S      GREENVILLAGE, IN 46687
SEX:MALE . DOB:11/11/1911. HGT:410. WGT:140. HAIR:BLN. EYE:BRO.
OLN/8900101030. OLT/OPERATOR . EXP 12/2004
RSTR: NONE                DONOR: NONE
STATUS: VALID              CURRENT POINTS 04
AS OF 08/10/04
=====
```

## CONVICTIONS -- (\* INDICATES ACTIVE POINTS)

CONVICTION DATE	OFFENSE PTS DESCRIPTION	OFFENSE DATE	COURT CASE NO.
08/04/03	4* SPEEDING 080/55	06/05/03	22I03-0306IF00805

## REMARKS --

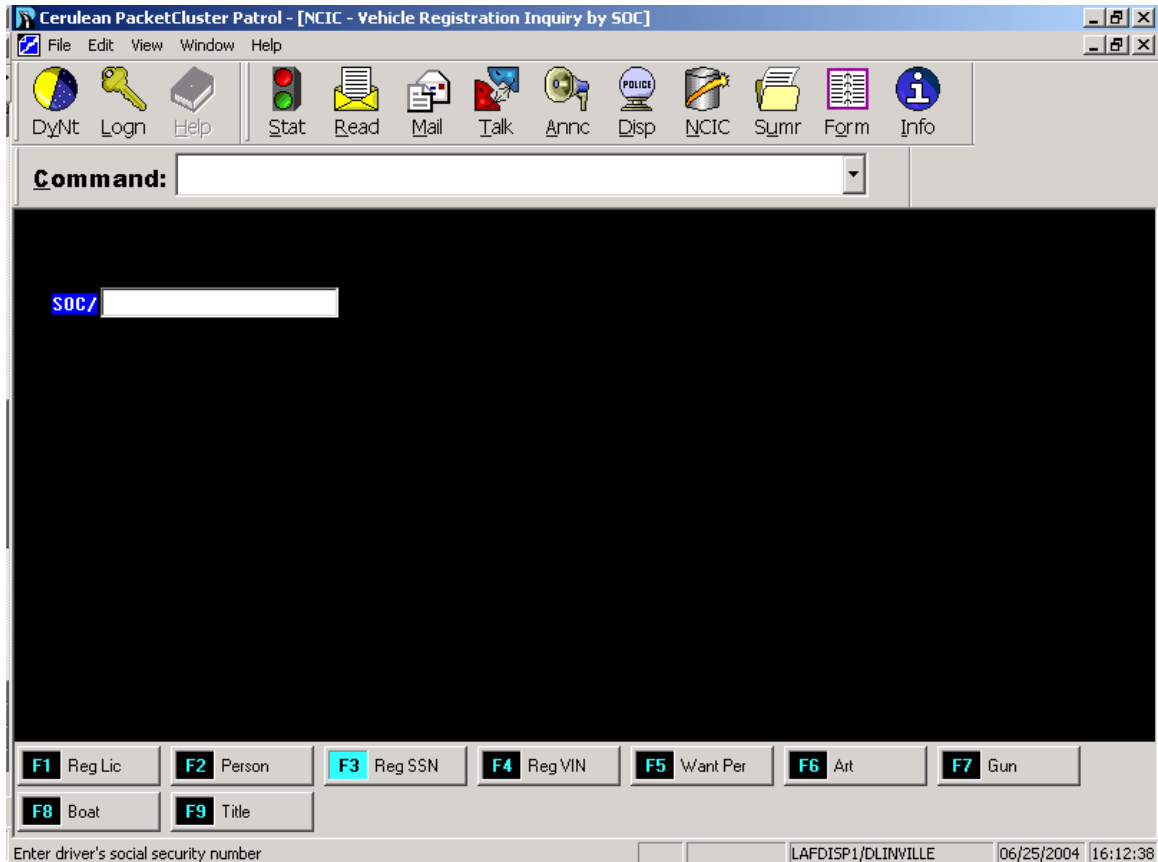
LICENSE EFFECTIVE 12/30/96 AMENDMENT OPERATOR  
0592420007

LICENSE EFFECTIVE 12/28/95 RENEWAL OPERATOR 0592450113

```
*****
* END OF DRIVER RECORD *
*****
```

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## E. Registration by Social Security Number (F3)



1. Registration Number (OLN).
  - a. Required.
  - b. Must contain the letter "S" followed by a nine (9) digit social security number.
  - c. One zero only or a run of zeros only is prohibited.

## F. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. "HIT" – information matching or similar to inquiry is in file.
  - d. A "HIT" must be verified before any enforcement action is taken.

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2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
  
3. BMV Response
  - a. From state BMV file entered in request.
  - b. No Record or Not on File response indicates NO match on information inquired upon.
  - c. Will only give plates cross referenced to that SOC, may not include plates under spouses SOC, or plates without the SOC.
  - d. Before any enforcement action is taken compare all data.
  - e. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

```
<SRC>BMV </SRC>
<MKE>LR</MKE>
<ORI>INBMVAV00</ORI>
<DST>SPHQ0000</DST>
<CTL>MRI7570645</CTL>
<SUM>LQ: TINATESTER, 9, 9, IN, S300609000</SUM>
</HDR>
<RSP>
<TXT>
```

## BMV SOC REGISTRATION RESPONSE

```
OWN/TED & DIANE SMITH      S300609000
  LIC/6U171 LIY/03 LIT/PC  LIC/6C735 LIY/02 LIT/PC
```

```
OWN/TED L SMITH      S300609000
  LIC/4785A LIY/03 LIT/TK
```



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## G. Registration Inquiry by VIN number (F4)

1. Vehicle ID Number (VIN)
  - a. Required.
  - b. VIN's containing seventeen characters are edited for validity.
  - c. If a field error display is shown on the screen, follow the following steps:
    1. RECHECK VIN OBTAINED FOR ANY TYPOGRAPHICAL ERROR.
    2. CHECK VEHICLE REGISTRATION FOR CORRECTNESS.
    3. IF AVAILABLE, USE "VINASSIST" TO DETERMINE POSSIBLE ERROR.
2. Year of Manufacture (VYR)
  - a. Required.
  - b. This field must be four numeric characters representing the production year during which the vehicle was manufactured.

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3. Make (VMA)
  - a. Required.
  - b. NCIC Make code, examples Ford, CHEVY.
4. Vehicle Style (VST)
  - a. Required.
  - b. NCIC style code, examples 2D, 4D.
5. License State (LIS)
  - a. Required.
  - b. Defaults to IN, if other than Indiana insert 2 character State Code.

## H. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
3. BMV Response
  - a. From state BMV file entered in request.
  - b. No Record or Not on File response indicates NO match on information inquired upon.
  - c. Before any enforcement action is taken compare all data.
  - d. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

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-----NCIC Response with No record (Not entered Stolen)-----

1L0100P9,MRI7581129  
INISP0000  
NO RECORD VIN/2T2ZZ522141205000

-----IDACS Response with No Record (Not entered Stolen)-----

QV.INISP0000.IN.\*MRI7581129...  
VIN/2T2ZZ522141205000.  
\*\*\*NO IDACS VEHICLE RECORD FOUND FOR INQUIRY ABOVE\*\*\*

-----BMV Response of plates registered to VIN-----

BMV VIN REGISTRATION RESPONSE  
VIN/2T2ZZ522141205000  
LIC/6A101 LIY/04 LIT/PC NAM/MARC & SARA SMITH  
LIC/6A101 LIY/03 LIT/PC NAM/MARC & SARA SMITH

FOR COMPLETE RESPONSE ON ANY OF THE ABOVE, SELECT AND  
SEND AN INQUIRY BY LIC, LIY, AND LIT. CONSULT INLICHELP  
FOR INQUIRIES ON SPECIAL TYPES OF PLATES

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## Wanted Persons File

### I. Introduction

The entry of persons into IDACS and NCIC provides police officers with an immediate means to determine if a subject is wanted.

### II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Wanted Persons File.

### III. Wanted Person Inquiry

An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), SOC, and OLN.

Inquiry responses from the Wanted Person File can include, Wanted Persons with full, limited or No Extradition limitations, Temporary Felony Wants which only remain in file for 48 hours and Juveniles.

When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record plus or minus 1 year on the birth before a record will be retrieved. Sex and race should be included to minimize multiple hits.

When only one numeric identifier is used in a Wanted Person File inquiry, the response will include only the record on file containing that specific numeric identifier. Ex: If an inquiry contains only the Social Security Number, the response(s) will include records on file with that number even though it may not be the same subject inquired upon.

A temporary felony want record indicates the entering agency has reasonable grounds to believe the subject committed the crime for which a warrant will be obtained as soon as possible.

Vehicle data in a Wanted Person record indicates that the entering agency has reasonable grounds to believe the wanted person may be in possession of that vehicle. The vehicle does not have to belong to the wanted person, or be stolen.

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## IV. Other File Searches

A Wanted/Missing Persons (F5) transaction will not only spawn an inquiry into the Wanted and Missing Persons file, but also the following files. The information contained in these files is lead information only. No arrest or detention should be made based solely on this information. An IDACS/NCIC Hit alone is not a warrant and not probable cause to arrest. The inquiring agency must contact the originating agency to confirm the hit before taking any enforcement action.

### 1. Deported Felon File

The Deported Felon File contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes. These criminal aliens who have been deported and reenter the United States without permission are in violation of Title 8, USC, Section 1326.

### 2. Foreign Fugitive File

The Foreign Fugitive File contains information on persons wanted in connection with offenses committed outside the United States.

- a. There are two types of records in the Foreign Fugitive File: Canadian records and International Criminal Police Organization (INTERPOL) records. Canadian records contain information on persons wanted for violations of the Criminal Code of Canada based upon Canada-wide warrants. INTERPOL records contain information on persons wanted by authorities in other countries.

### 3. USSS File

The U.S. Secret Service Protective File has been designed to aid the U.S. Secret Service (USSS) in its efforts to protect the President and other authorized protectees by providing the whereabouts of those individuals who may pose a threat to a protectee and by advising the USSS of an individual's criminal activity that may be related to one of the protectees. This information will also assist law enforcement personnel by advising officers of the fact that the person in question may pose a threat to a USSS protectee. No arrest or detention should be made based solely on this entry. Before arrest or detention of a subject contact USSS immediately.

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## 4. Violent Gang and Terrorist Organization File

The NCIC 2000 Violent Gang and Terrorist Organization File (VGTOF) has been designed to provide identifying information about violent criminal gangs and terrorist organizations and members of those gangs and organizations to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about these organizations and members to facilitate criminal investigations. Because VGTOF information is based on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of VGTOF information is necessary.

VGTOF information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should VGTOF information be disseminated to any noncriminal justice agency.

## 5. Sex Offender File

As per Title 42, USC, Section 14072(a), sexual offender registry information records can be entered in the NCIC 2000 System for the following subjects:

1. A person who has been convicted of a criminal offense against a Minor. The phrase "criminal offense against a victim who is a minor" is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the following range of offenses:
  - a. Kidnapping of a minor, except by a parent.
  - b. False imprisonment of a minor, except by a parent.
  - c. Criminal sexual conduct toward a minor.
  - d. Solicitation of a minor to engage in sexual conduct.
  - e. Use of a minor in a sexual performance.
  - f. Solicitation of a minor to practice prostitution.
  - g. Any conduct that by its nature is a sexual offense against a minor; or

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- h. An attempt to commit an offense described in any of the clauses one through seven if the state:
    - 1. Makes such an attempt a criminal offense; and
    - 2. Chooses to include such an offense in those which are criminal offenses against a victim who is a minor.
- 2. A person who has been convicted of a sexually violent offense. The phrase “sexually violent offense” is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the range of offenses encompassed by aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code), or an offense that has its elements engaging in physical contact with another person with intent to commit aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code).
- 3. A person who is a sexually violent predator. The phrase “sexually violent predator” is defined as a person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses. A determination of whether a person is a sexually violent predator shall be made by a court after considering the recommendation of a board composed of experts in the behavior and treatment of sex offenders, victims’ rights advocates, and representatives of law enforcement agencies.
- 6. Convicted Persons on Supervised Release file

Local, state, and federal supervision officers may enter subjects of supervised releases convicted of federal crimes, felonies, or serious misdemeanors and released under its supervision who are put under specific restrictions during their probation, parole, or supervised release sentence following imprisonment.

# Operator's Lesson Plan

## 7. Protection Order File

The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. The types of protection orders issued and the information contained in them vary from state to state.

## 8. Missing Person File

The Missing Person File can include persons who are disabled, endangered, missing involuntary, juveniles, victims of a catastrophe, and other not meeting the criteria for missing or reasonable concern for his/her safety.

## J. Wanted Person Inquiry (F5)

1. Name (NAM)
  - a. Last Name, First name, comma and Middle initial or name.
2. Date of Birth (DOB)
  - a. MMDDYYYY.



# Operator's Lesson Plan

3. Sex (SEX)
  - a. Male (M).
  - b. Female (F).
4. Race (RAC)
  - a. A Asian or Pacific Islander
  - I American Indian or Alaskan Native
  - B Black
  - W White
  - U Unknown
5. Social Security Number (SOC)
  - a. Must be nine (9) numeric characters.
6. Operator License Number (OLN)
  - a. Must not be more than twenty alphanumeric characters.

## K. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
  - e. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

Article File

# Operator's Lesson Plan

## I. Introduction

The entry of articles into IDACS and NCIC provides the police officer with an immediate means to determine stolen information.

## II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to stolen article data into IDACS/NCIC.

## III. Single/Consecutively Serialized Article Inquiry

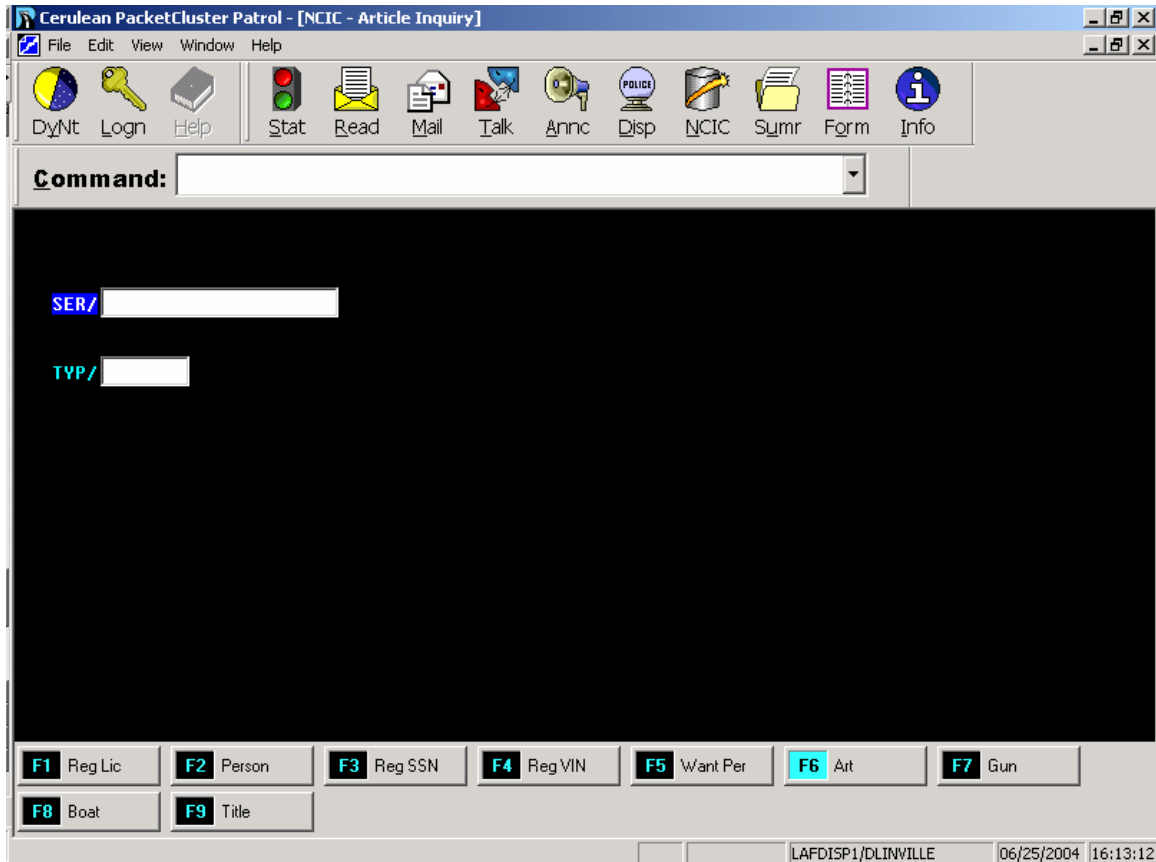
Entries into this file is stolen property that would not be entered into any other IDACS/NCIC file. Articles bearing a unique manufacturer's serial number and/or owner applied number may be entered into this file. Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (local, state, and federal), bank officer, personal, and U. S. Treasury, are **not to be entered** in the NCIC 2000 Article File or any other NCIC 2000 file.

An inquiry of the Article File must include type (TYP) of article, (selected from the Article Name Dictionary), SER and/or OAN. When making an inquiry using two numbers (SER and OAN), then both will be searched. An inquiry cannot contain a brand name. When an inquiry is made with Type Field category code Y, any record on file with an identical SER or OAN will be returned regardless of the Type Field category code in the record.

An inquiry on an article may result in a single record positive response or a group record positive response. The response to an inquiry on two numbers may contain a record identifiable with one of the numbers and NO RECORD identifiable with the other number. An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will return with the complete group record on file.

# Operator's Lesson Plan

## L. Article File Inquiry (F6)



1. Type Code (TYP)
  - a. Minimum of four and a maximum of seven alpha-characters.
  - b. The code used must be in the article name dictionary, if the article name is not listed, the first character of the type field code must be "Y" followed by at least three alphabetic characters.
  - c. An inquiry only may be made with a "Y" and no other characters if the type is not known.
  - d. Type Codes are used by IDACS/NCIC to index the volume of Article File records in groups that are manageable for search purposes.

# Operator's Lesson Plan

- e. The Type Code will consist of one letter from the following list of categories, followed by 4 to 6 letters identifying the article:

1. B – Bicycle or Bicycle parts (BBICYCL)
2. C – Camera, or Camera parts (CCAMERA)
3. D – Data Processing Equipment
4. E – Equipment and tools (ESOCKET)
5. F – Furniture
6. G – Games and Gambling apparatus
7. H – Household Appliances and equipment
8. I – Identification Cards and Documents
9. K – Keepsakes and Collectibles
10. L – Livestock
11. M – Musical Instruments
12. O - Office Equipment
13. P – Personal Accessories
14. R – Radio, TV, and Sound Entertainment Devices, (RTELEVI)
15. S – Sporting, Camping, and Exercise Equipment
16. V – Viewing Equipment
17. W – Well Drilling Equipment
18. Y – Miscellaneous, for items not listed above, use “Y” and up 6 letters of article to be inquired upon.

2. Serial Number (SER)

- a. Enter a maximum of twenty alphanumeric characters.
- b. Serial number and owner applied number cannot be identical.
- c. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered.
- d. No spaces, dashes, or special characters allowed.

3. Owners Applied Number (OAN)

- a. Minimum of one and maximum of twenty alphanumeric characters.

M. Response

1. IDACS (IDX) Response

- a. Indiana Files.
- b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
- c. “HIT” – information matching or similar to inquiry is in file.
- d. A “HIT” must be verified before any enforcement action is taken.

# Operator's Lesson Plan

2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.

## Gun File

### I. Introduction

A gun is defined as any weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive. This includes antique guns, cannons, machine guns, pistols, rifles, shotguns, the frame or receiver of any such weapon, silencer, destructive devices such as grenades, mines, missiles, rockets, disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns and Paint Ball guns are excluded and should be entered into the Article File.

A weapon believed to be used in the commission of a felony may be entered if the location of the weapon is unknown.

Recovered guns are weapons that have been abandoned, seized, or found which no stolen or lost report is on file.

A lost or missing gun might be traceable to a crime and could assist in the identification of a recovered gun.

### II. Objectives

Upon completion of the lesson, the user will be able to answer test questions for inquiring, entering, modifying, locating, clearing and canceling a gun record.

### III. Gun File Inquiry

An inquiry on a gun serial number gives access to stolen, recovered, lost and felony gun records in the Gun File. An inquiry can be made by using SER, MAK, and CAL or SER and MAK or SER only. (This inquiry will limit the search and reduce the amount of false positive responses).

# Operator's Lesson Plan

1. An inquiry which contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.
2. An inquiry which contains make, serial number, and CAL/45 will retrieve any record on file with a matching serial number regardless of the MAK Field code or CAL code.
3. An inquiry which contains serial number, a make other than CLT, REM, SW, or WIN, with a caliber other than 45 or without caliber, will retrieve any record on file with a make other than CLT, REM, SW, or WIN, and a matching serial number.
4. Any inquiry which contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record on file with a matching serial number and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.

It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.

## N. Gun Inquiry Format (F7)

**Cerulean PacketCluster Patrol - [NCIC - Gun Inquiry]**

File Edit View Window Help

DyNt Logn Help Stat Read Mail Talk Annc Disp NCIC Sumr Form Info

**Command:**

**SER/**

----- **ADDITIONAL INFORMATION (OPTIONAL)** -----

**CAL/**

**MAK/**

**F1** Reg Lic **F2** Person **F3** Reg SSN **F4** Reg VIN **F5** Want Per **F6** Art **F7** Gun **F8** Boat **F9** Title

LAFDISP1/DLINVILLE 06/25/2004 16:13:27

# Operator's Lesson Plan

1. Serial Number (SER)
  - a. Required.
  - b. Inquiries must be made by SER only, SER and MAK, or SER, MAK, and CAL.
  - c. The true (manufacturer's serial) number should be used when making inquiries.
  - d. A model number, stock control number or owner-applied number **should not** be used on inquiries.
  - e. If more than one number appears on a weapon, the frame number should be inquired on first. If the response is negative, the remaining numbers should be checked.
  - f. If the serial number exceeds 11 characters, the rightmost 11 characters should be entered.
2. Make (MAK)
  - a. The first three positions are the Gun Make.
  - b. Must be NCIC 2000 Gun Make Code.
3. Model (MOD)
  - a. Optional Twenty character field. Enter model number or a recognizable abbreviation of model name.

## O. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
  - e. The actual response received may look different due to different servers being utilized, but each response will have

# Operator's Lesson Plan

the same basic information. See example.

MRI7578468  
INISP0000  
MKE/STOLEN GUN  
ORI/MI2333000 SER/897123 MAK/HS CAL/22 MOD/99  
TYP/PR DOT/19880305  
OCA/DT008-88  
MIS/9SH0T  
NIC/G478700091 DTE/19880306 0000 EST  
ORI IS DAVISON TWP PD DAVISON 810 653-5656  
IMMED CONFIRM RECORD WITH ORI

## P. Boat File

### I. Introduction

For NCIC purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

### II. Objectives

Upon completion of the lesson, the user will be able to answer test questions for inquiring, entering, modifying, locating, clearing and canceling a boat record.

### III. Boat Registration Inquiry

Inquiries can be made by using the REG and/or BHN. Complete registration numbers should be used although it may exceed eight characters. NCIC 2000 will search the first eight characters. If the hull serial number exceeds 20 characters, the first 20 should be used. The first eight characters will be searched. The state of registration cannot be used in an inquiry.

An F 8 inquiry using the REG will search the Boat, License and Vehicle File.

An F 8 inquiry using the BHN will search the Boat, Part and Vehicle File.

When a record(s) is received in response to an inquiry, match all identifying data in on the hit with the boat in question before taking further action.



# Operator's Lesson Plan

## Q. Boat Inquiry Transaction (F8)

**Cerulean PacketCluster Patrol - [NCIC - Boat Inquiry]**

File Edit View Window Help

DyNt Logn Help Stat Read Mail Talk Annc Disp NCIC Sumr Form Info

**Command:** [ ]

**REG/** [ ]

**BHN/** [ ]

F1 Reg Lic F2 Person F3 Reg SSN F4 Reg VIN F5 Want Per F6 Art F7 Gun

F8 Boat F9 Title

Enter registration number [ ] [ ] LAFDISP1/DLINVILLE 06/25/2004 16:13:39

1. Boat Registration Number (REG)
  - a. REG or BHN or both can be searched at one time.
  - b. Maximum of eight characters. This field is used to give boat registration number or the document number issued by the coast guard.
2. Hull Number (BHN)
  - a. Sometimes called the HIN or VIN number.

## R. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is

# Operator's Lesson Plan

taken.

2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – means not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – means information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.

## S. Title Registration Query (F9)

1. VIN Number (VIN)
  - a. Required.
  - b. Must contain the Vehicle Identification Number.
2. Vehicle Year (VYR)
  - a. Required.
  - b. Must contain the four digit year of vehicle

# Operator's Lesson Plan

3. Vehicle Make (VMA)
  - a. Required.
  - b. Must be a valid code from the NCIC Code Manual.
4. Vehicle Style (VST)
  - a. Required.
  - b. Must be valid NCIC 2000 Code, example 2D.
5. License State (LIS)
  - a. Defaults to IN.
  - b. For out of state change to proper two character state code.

## T. Response

1. IDACS (IDX) Response
  - a. Indiana Files.
  - b. Not on File – not in IDACS as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
2. NCIC (NIC) Response
  - a. NCIC Files (all states).
  - b. Not on File – not in NCIC as wanted or stolen by information inquired upon.
  - c. “HIT” – information matching or similar to inquiry is in file.
  - d. A “HIT” must be verified before any enforcement action is taken.
3. BMV Response
  - a. From Indiana BMV only.
  - b. No Record or Not on File means did not match as inquired upon.
  - c. Before any enforcement action is taken compare all data.
  - d. The actual response received may look different due to different servers being utilized, but each response will have the same basic information. See example.

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BMV TITLE REGISTRATION RESPONSE  
VIN/2T2XX522141205000 VYR/04 VMA/MERZ VST/4S  
PURCHASED/10-31-03 TITLED/11-22-03 BRANCH/089  
TITLE/03000221060 PREVIOUS/CERTIFICATE OUT OF STATE/NONE  
ODOMETER/ACTUAL ODOMETER READING/000132  
OWN/VAUGHN, MARC K SOC/300502500 JOINT SOC/  
ADR/P O BOX 51178 INDIANAPOLIS IN 46013  
LIEN/GMAC  
ADR/P O BOX 8199 PERRYSVILLE MD21093

U. III and CHRI

**III and CHRI are not available by MDD, and cannot be copied and/or pasted to an electronic message.**

Interstate Identification Index (III) and Criminal History Record Information (CHRI)

## I. Introduction

Interstate Identification Index System or "Triple I (III) means the cooperative federal-state system for the exchange of criminal history records, and includes the National Identification Index (NII), the National Fingerprint File (NFF), and, to the extent of their participation in such system, the criminal history record repositories of the states and the FBI.

Criminal History Record Information (CHRI) is defined as :

Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information's, or other formal criminal charges, and any disposition arising there from, including acquittal, sentencing, correctional supervision, and release. This does not include:

- a. Identification information such as fingerprint records if such information does not indicate involvement of the individual in criminal activity (i.e. employment).
- b. Requests for confirmation of active warrants.

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Federal Title 28, Judicial Administration, Chapter 1 Department of Justice, Part 20 Criminal Justice Information Systems Subpart B, states:  
“No agency or individual shall confirm the existence or nonexistence of criminal history record information to any person or agency that would not be eligible to receive the information itself.”

Penalties for violating the regulations regarding the use and dissemination of criminal history information shall be subject to a civil penalty not to exceed \$10,000 for violation occurring before September 29, 1999 and not to exceed \$11,000 for a violation occurring on or after September 29, 1999.

Criminal History records shall not be used to access a record to be reviewed and/or challenged by the subject of the record. Record request for this purpose must be submitted in writing either to the FBI Criminal Justice Information Services (CJIS) or to the state of record.

## II. Objectives

Upon completion of this lesson, the user will be able to answer test questions related to inquiring on and the use of Criminal History.

## III. Interstate Identification Index (III)

1. Records Provided by the FBI:  
The FBI provides the criminal history records for persons arrested by a federal agency, arrest data from states not currently participating in the III Program, and arrest data that III participating states are unable to provide. Record responses from the FBI are furnished via NCIC 2000 lines.
2. Records Provided by Participating States:  
A participating state file is a criminal history record system maintained by a designated agency in a state. A state referred to as a III participant provides records from its file upon receipt of notification from III. For a state to be a III participant, it must meet the minimum standards for participation.

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3. An authorized criminal justice agency can make an inquiry (QH) based on name and numeric identifiers (birth date, Social Security number, etc.) to determine the existence of a criminal record matching the inquiry. A positive III response contains additional identifying data to associate the record with the person of the inquiry (height, weight, race, fingerprint and/or pattern classification, tattoos, etc.). The response also identifies the database(s) maintaining the criminal history information. With this information, the agency can decide whether to conduct a record request (QR).
  4. The III provides a method for requesting a criminal history record once a person has been associated with an Index record, or when the person has been positively identified with a prior record through fingerprint comparison at the local or state level. Requests made on-line via III result in automatic notification to the record holder(s) with sufficient information enabling the holder(s) to respond. If the record is maintained only by the FBI, it will be automatically returned on-line via NCIC 2000. If the record is maintained by one or more states participating in the III record exchange, the state(s) will respond via the National Law Enforcement Telecommunications System, Inc. (NLETS). When the record is on file in a participating state(s) and the federal offender and/or nonparticipating state data are on file at the FBI, the requester will receive multiple on-line responses, i.e., the FBI will furnish the federal and/or nonparticipating state data and the participating state(s) will furnish its data.
  5. The Privacy Act of 1974 requires the FBI to maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, inquiries and record requests transmitted to III must include the purpose for which the information is to be used.
- IV. III QH Inquiry (and Indiana Files)
1. A QH inquiry provides the capability to search III using an individual's personal identifiers, assigned State Identification Number (SID), or assigned FBI Number (FBI). A positive QH response will inform the inquirer how many record responses to expect if the QR message is used to request the specific criminal history record. The QH response provides additional identifiers (aliases, additional dates of birth, etc.) which may not be included on the actual criminal history record response(s).
  2. In response to a QH inquiry, III will provide one of the following:
    - a. An index for a single matching III record response.
    - b. Index records for multiple matching III responses

# Operator's Lesson Plan

(a maximum of 15 subjects) and a caveat containing any additional subjects.

- c. A III NO RECORD response.
  - 1. This does not necessarily mean that there is no criminal history record on the individual. Records known to the FBI with a year of birth of 1956 or later, or arrested for the first time and reported to the FBI since July 1, 1974 and numerous older files indexed. A fingerprint card will need to be submitted by mail or electronically to the FBI if a "NO RECORD" is received.
- 3. The FINGERPRINT CLASS is furnished on two lines. The first line represents the fingerprint classification of the right hand; the second line represents the left hand.
- 4. The word DECEASED will appear in conjunction with a participating state SID when the record is multi-source and one of the states has received information that the individual is dead.
- 5. A III inquiry must contain one the following:
  - a. NAM, SEX, RAC, and DOB.
  - b. NAM, SEX, RAC, DOB, SOC (Social Security Number).
  - c. NAM, SEX, RAC, DOB, MNU (Miscellaneous Number).
  - d. NAM and SOC.
  - e. NAM and MNU.
  - f. SID or NAM and SID\* (State Identification Number).
  - g. FBI or NAM and FBI \*.\* (If known, the SID or FBI should be used as the search field. An exact hit will be made and it will eliminate the possibility of multiple responses.)
  - h. Purpose Codes

C - Criminal Justice Purpose: Used for official duties in connection with the administration of criminal justice.

J - Criminal Justice Employment: Used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency maintains management control.

D - Domestic Violence: Used by civil or criminal courts in domestic violence and Stalking or stalking cases.

E – Non Criminal Justice Employment.

# Operator's Lesson Plan

F – Firearms Sale: Used for weapons Checks related background checks authorized by the state. All firearm-related checks must be made through the National Instant Criminal Background Check System (NICS).

H – Housing Administration/Authority Check: Used when the III inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. **Limited to QH inquiries.**

S - National Security: Used when the III transaction is generated by an agency authorized by the Security Clearance Information Act (SCIA) in investigation of individuals for access to classified information or assignment in sensitive national security duties.

V - Visa Applicants: Used when the III transaction is made for the purpose of determining eligibility for visa application. **Limited to QH inquiries by the Department of State, Consolidated Immigrant Processing Visa Center.**

X – Exigent Procedures: Pending.

6. When obtaining an inquiry into CHRI and/or III a specific reason must be used to obtain a record. A case/incident number, or CAD number can be used for a reason. **General investigation cannot be used and will not be accepted.**
7. The name of the individual requesting the record is also required.